



511 Projects Content Management System

Site Administrator and Content Manager Documentation

September 2015

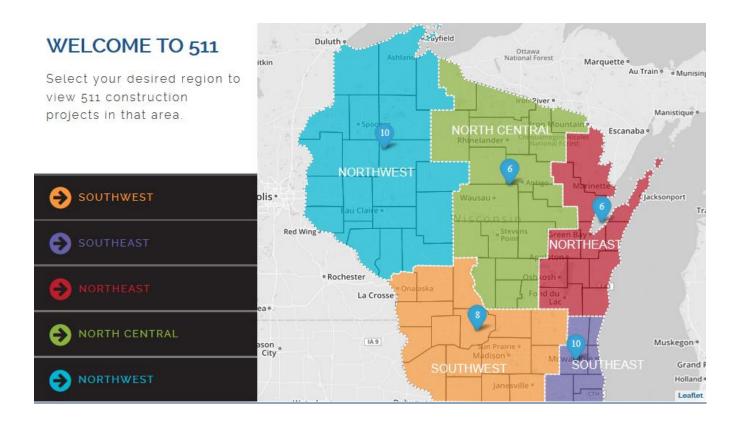


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Introduction

Throughout this document, the term site and (construction) project will be used interchangeably. Both terms refer to the project website for a given construction project.

Please direct requests, issues, questions, and suggestions to wi511@topslab.wisc.edu

The administrative portion of the site can be accessed at http://projects.511wi.gov/wp-admin

The new 511 Projects site is built on WordPress and is established as a Multisite Network. This is a single installation, with a common theme, while allowing each project site a great deal of autonomy and flexibility. Throughout the process of creating and editing sites, it is important to keep in mind the context in which the modifications are being made. WordPress works in terms of 'Dashboards' for a site. The "Main Site" site is where new sites are added and the global pool of users is managed, coordinated via the TOPS Lab. Most users will have access to one or more of the project sites.

For general help with using WordPress, we recommend these two sources:

- https://en.support.wordpress.com/
- https://wordpress.org/support/

Creating a New Project Site

To create a new project site, send a message to the TOPS Lab at wi511@topslab.wisc.edu with the following:

- Site title, e.g., WIS 83 Reconstruction (not too long)
- Desired short site-URL by which the project will be accessed (projects.511wi.gov/<site-url>), it must be unique and short, e.g., projects.511wi.gov/wis83; and
- The email address for the individual who will be the Administrator for the site.

The project subtitle, WisDOT region, logo, and other settings are easily modified any time by a site Administrator.

Once the new site is created, the site Administrator automatically receives an email message inviting them to login and proceed with Project Settings.

Users and Roles

511 Projects is a WordPress Multisite. Users are stored globally across the website (main section and all project sites), and user roles are defined per project site.

The WordPress built-in roles include the following:

- Super Admin access to the site network administration features and all other features
- Administrator access to all the administration features within a single site
- Editor can publish and manage posts including the posts of other users
- Author can publish and manage their own posts
- Contributor write and manage their own posts but cannot publish them
- Subscriber can only manage their profile

Of these, the two key roles for 511 Projects are Administrator (project site managers) and Editor (project content managers).

Site Administrators can:

- Add, modify, or remove users from their project site;
- Modify Project Site Settings (more on this below);
- Modify site structure, layout, and widgets; and
- Modify site content (pages, posts, etc.).

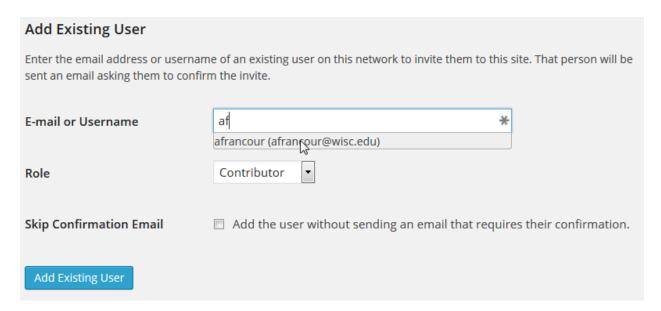
Site editors (content managers) can modify site content, including page contents, posts, and some other things.

Adding and Removing Users

The first step on a new site should be to add users. While the site administrator user account was specified during site creation, it is not automatically added as a user for the site. Therefore, the site in question will not appear in the list of 'My Sites'. The site administrator should add their own user as an administrator on the site as well as other users according to the instructions below.

511 Projects has a global pool of existing users. To create a new account for a user, please send an email to wi511@topslab.wisc.edu with the email address and desired user name. The individual will then receive an automatically generated email with instructions for initial log in. Once confirmed, the user will become available in the pool of existing users.

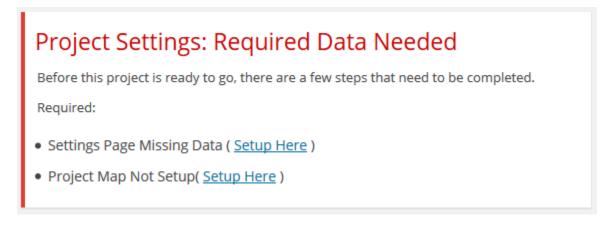
Users from this pool can be added to a project with the appropriate roles by the project administrator by clicking Users then Add Existing. Typing the first few letters of the user name will trigger a drop down list to appear.



It is not usually necessary to send a confirmation email and the 'Skip Confirmation Email' can be safely checked. Otherwise, the user will need to confirm addition as a user on the site by clicking a link in an automatically generated email. Once the user is added, this site will appear in the users 'My Sites' list.

Project Settings

Some additional configuration is necessary on set up in order to ensure that the site displays correctly. Upon first logging in, a site Administrator will see the following:



Project Settings Page

The project region, subtitle, and logo are set on this page. Contact the TOPS Lab if you want help with a logo or want a default 511 logo to use. Additionally, there is the option to make the site live. This should be left as 'No' until there is at least some meaningful content in the page.

Project Settings

Project Settings: Required Data Needed

Before this project is ready to go, there are a few steps that need to be completed.

Required:

- Settings Page Missing Data (Setup Here)
- Project Map Not Setup(<u>Setup Here</u>)

Region:	SouthWest
Project Subtitle:	Baraboo Bypass
Project Logo:	Choose/upload project logo (max-width: 200px, max-height: 85px) Upload
Project Overview Post:	Project Overview ▼
Project Contact Page:	Contact Us •
Make Project Live:	No 🔻
Save Chaures	

Project Map

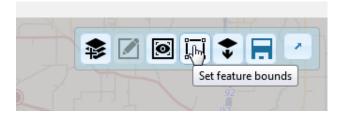
This is the portion where the map is configured. Be sure to click "Save" before navigating away from this page. Failure to do so will discard any changes made. The word 'Save appears in dialog boxes as well but this only serves to complete the current action. Again, it is important to click the save button on the editor toolbar before navigating away from the page.



Project Bounds and Location

This serves as a visual indicator of the extents of the project as well as a spatial filter for inventory features (cameras and message signs), lane closures, incidents, travel times, and winter road conditions for the project.

Drag a rectangle to define the bounding box.



Drag the star seen at the center of the new extents to the desired location. This star location is only used to locate the project on the main landing/navigation page and does not appear on any other map.

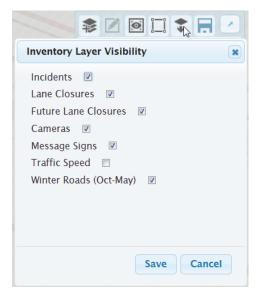
Initial View

Click the 'Set Initial Extent' to define the center and zoom that the user will see when accessing the map. The center and zoom will be set to that currently seen in the map configuration.



Inventory Features and Travel Time and Winter Roads Segments

The initial display of inventory features (cameras and message signs), lane closures, traffic speed segments, and winter roads segments can be set by clicking the 'Set Inventory Layer Visibility' button and checking the layers that will be displayed on map initialization.



Project Features, Closures, and Detours

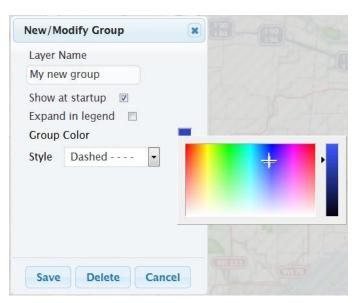
The user can digitize linear features on the map to represent project features as well as closures, detours, etc. The interface works in terms of layer groups and layers. As the layers contain a single feature, the terms 'layer' and 'feature' as used in this document and the screenshots should be considered to be synonymous. The order of layer groups and layers as displayed in the legend can be configured by dragging the elements to the desired order.

Layer Groups

To create a new layer group, click 'Create Group'



A dialog box opens in which the user can configure the layer group. The name of the layer group as it appears in the legend. A check box indicates if this layer group will be displayed at map initialization. The 'Expand in legend' checkbox controls if all the layers in the group will be displayed individually. If this is checked, the style of the layers can be controlled independently. This would be a good use if there is a detours group where each detour should have its own style with a description in the legend. By contrast, a 'Closures' group with many similar features can be collapsed and will appear in the legend as a single item. Unchecking this box will enable the 'Group Color' color picker and 'Style' drop down options such that all layers share the same style. The line opacity and width can still be set independently for all layers in the group.



The properties of the layer group can be edited or removed later by expanding the layer group and clicking the 'Edit or Delete Group' button to open the dialog box seen in the previous figure. Deleting a layer group will also delete all layers within the group.



Layers

To add or delete features, expand the desired layer group in the editor pane. For the purposes of clarity with map editing, only those features within a single layer group are displayed at a time.

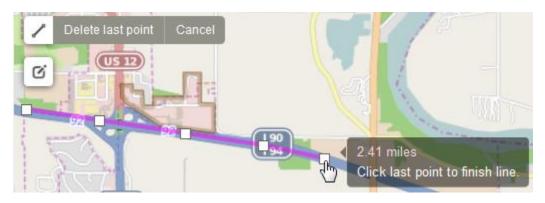
Creating Layers

After expanding the layer group, the feature editor tools will appear under the map navigation control.

Click the draw polyline tool to begin editing.

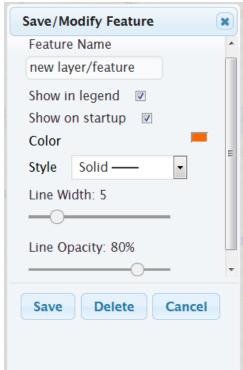
To complete the sketch, either double click the last point or click on the last digitized point. Map navigation and drag panning continues to function throughout the digitizing process. If a point is added by accident, click 'Delete last point' on the editor tool.





A dialog box will appear where the feature configuration occurs. Provide a name for the feature. This will be displayed in the legend and as a tool tip when the front end user clicks the feature on the map. The layer can be hidden in the legend by unchecking the 'Show in legend' check box. If this is not checked, the layer visibility will be controlled by the visibility of the layer group. Layers can be shown or hidden on map initialization by the 'Show on startup' check box. The remaining configuration is for the style of the feature. If the layer group containing this layer is expanded in the legend, all settings will be available. The color, line style, width, and opacity are set. If the layer group is not expanded in the legend, the color and line style are defined by the layer group and only the line width and opacity settings are enabled.

Click 'Save' to commit add the layer to the editor panel. When creating a new feature, both the 'Delete' and 'Cancel' buttons have the same effect of discarding the feature.



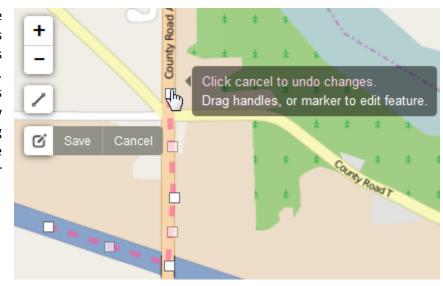
Modifying and Deleting Layers

Features within a group can be identified with a single click on the layer in the editor pane. The name, initial display, legend visibility, and style options set during feature creation can be accessed by double clicking on the layer name in the editor pane. In this case, 'Cancel' will discard any new changes and 'Delete' will remove the feature.

To modify the geometry of features, click 'Edit Layers' on the feature editor tools.



The points (vertices) defining the features will be displayed as well as automatically generated midpoints between the user entered points. Dragging one of the midpoints creates a new user added point and two new midpoints appear. The user can drag these to the desired locations. To save or discard changes click 'Save' or 'Cancel' respectively,



Content Management

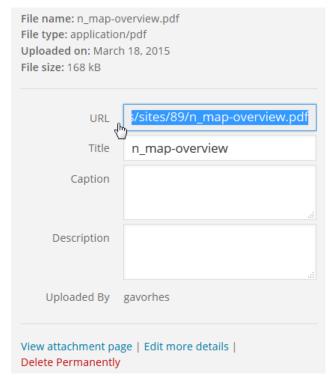
There is considerable flexibility for content management. The content is managed in terms of pages, posts, and widgets.

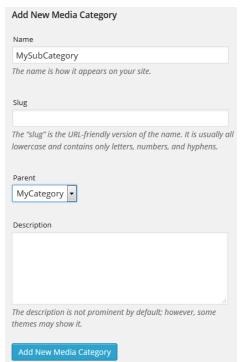
File Uploads

Files such as images, PDFs, doc(x), and xls(x) can be uploaded and linked within posts and pages. Click 'Media'. After clicking 'Add New', files can be added either by browsing to the desired file(s) or by drag and drop. The current upload limit is 10 MB with a total of 100 MB per project.

Once a file is uploaded, click the thumbnail to show the URL to the file as it exists on the site or to delete the file. This URL can be copied into hyperlinks to make the file available for download.

In order to replace a file with another file of the same name (such that existing links reference the new file), it is first necessary to delete the file to be replaced in the media library. If a file of the same name as one already in the media library, the file name and thus the used to link to it with have a number (1,2,..) appended to the file name.

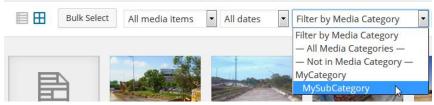




Enhanced Media Library

The idea of folders is not native to WordPress. However, the Enhanced Media Library plugin accomplishes organization analogous to folders and subfolders but in terms of categories and subcategories (categories with parent(s)). Create new categories in Media -> Media Categories. Define a category name and parent category if applicable. Definition of the 'slug' is not necessary.

The attachment details section of the media library has checkboxes by which an upload can be assigned one or more categories. The top level menu of the Media Library provides a drop down to filter by media category.



Pages

Nine pages, each with an associated template, are created by default and can be managed by clicking 'Pages' on the administrative menu. Deleting any of these pages and the 'Overview' page in particular is strongly discouraged as this will have adverse effects on the layout of the entire site. While the pages exist, their presences as links on the navigation menu can be controlled as described in the following section on menus.

Pages are configured by clicking 'Pages' from the administrative sidebar and selecting the appropriate page.

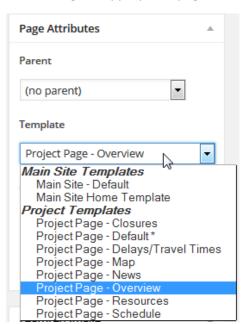
Page Template

As mentioned, each of the pages created by default are applied with the associated page template which are described below. If the user would prefer that a given page has their own customization rather than that defined by the template, change the template to 'Project Page – Default

The Sidebar region for widgets is not available for the Project Page -Overview, Closures, and Travel Times.

Creating New Pages

New pages can be created by clicking Pages -> Add New. By default, new pages are created using the Project Page - Default * but this can be configured by the user. New pages are available for addition to menus as described in the section on Menu configuration.



Deleting Pages

As mentioned before, please refrain from deleting any of the pages created by default (Overview, Schedule, Map, Travel Times, Closures, Delays, Resources, News, and Contact Us). A better option to suppress display of



these pages is by means of removing the associated menu item as described in the next section. To delete a user created page, hover over the page to be deleted and click 'Trash'.

If a menu item is associated with this page, it must also be removed.

HTML Editor

All configurations display an HTML editor. However, the contents of which are disregarded and will not appear anywhere on the user facing page for any pages defined with templates other than 'Project Page - Default *' or 'Main Site – Default'. Usage of the latter is not recommended. The reason is that that templates create a page dynamically based on posts of a given category, from real time traffic data, or the mapping component. As stated before, if the user desires a fully customizable page, change the template to 'Project Page - Default *' and the HTML editor contents will appear.

The content can be added either as a WYSIWYG visual editor or by text where HTML markup can be added.



A trick to apply style to the content without adding inline style is to use a scoped style tag. Its use is described by example below.



Featured Image

Each page can have a featured image that will appear on the page. This is of particular importance on the Overview Page if the 'Project Page – Overview' template is selected.

In the lower right corner, click the link 'Set featured Image'

An additional panel will open that allows the user to upload media (images) and select which one will be displayed on the Overview Page.



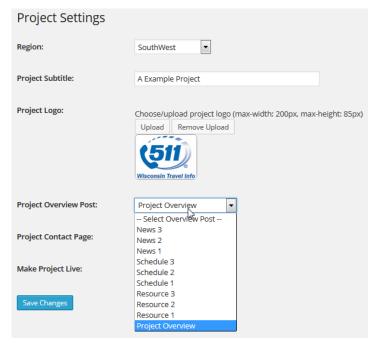
Templates

Templates define dynamically generated content based on a page structure, posts, an interactive map, or real time data. The content of the HTML editor on pages implementing templates other than the Project Page -Default * is not displayed on the user facing page. The sidebar region will not be displayed for pages implemented with the Project Page – Overview, Map, Travel Times, or Closures templates.

Project Page - Overview

The overview template displays a short description of the project derived from the excerpt of a post, a link the said post, a link to the resources page, and a featured image.

The template includes an excerpt from a post which is the automatically generated 'Project Overview' post by default. This can be set to a different post under Project Settings -> Project Settings.



The post content is edited as would be any other post. There are two HTML editor panes. The first of which defines the main post content which will be displayed by clicking the 'Full Overview' link on the Overview page. The text that appears on the Overview page to the left of the featured image and above the 'Full Overview' and 'Resources' links is defined in the second HTML editor; the excerpt.

Overview Image

The image displayed is set as described in Featured Image of the Pages section.

Project Page - Schedule, News, and Resources

By default, the content of the Schedule, News, and Resources pages is derived from posts with the same category. Pages with the News and Schedule templates display the most recent post from the associated category. The Resource page template displays all posts in the resources category with the most recent at the top.

Project Page – Map, Closures, Travel Times

The content pages implemented with the Map and Closures and Travel Times templates will display the mapping component of the application and real time traffic information respectively.

For pages using these templates, the content of the HTML editor will not be displayed and the sidebar region for widgets will not available.

Project Page - Default *

Content of pages implementing the Project Page – Default * allow full configuration by means of an HTML editor. By default, the automatically generated Contact Us page and user created page implement this template. See the HTML Editor section for more information on usage.

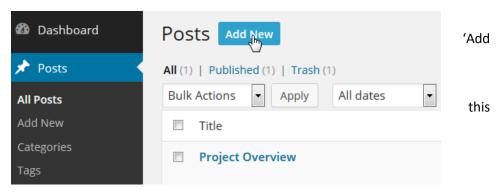
Posts

The Project Overview post is created by default and its excerpt and content are displayed on the project landing page and the by the 'Full Overview' link respectively. This post should not be deleted. Other posts created with the News, Resources, and Schedule Updates categories are used to populate the respective pages.

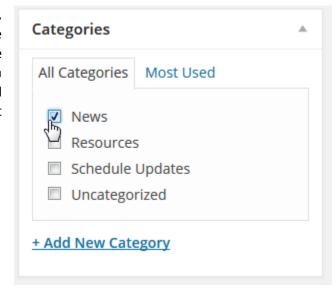
Adding/Editing Posts

Click the Posts item on the dashboard menu and then New'

The title is used to generate a unique URL by which to access post. As with the pages **HTML** editor, the content can be created either in a visual or HTML/text format.

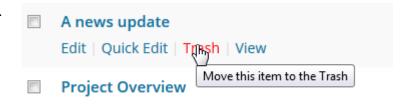


If this post is to be associated with the Schedule, Resources, or News pages, check the appropriate category(ies). The post will appear on the respective page(s). If the post is to be referenced by a link within a page or other post, either leave all categories unchecked or explicitly select Uncategorized. The URL for this post appears as the Permalink.



Delete Post

Hover over the name of the post to be deleted.



Again, do not delete the Project Overview post unless the following conditions are true:

- You are not using the <u>Project Page Overview template</u>
- You are using the Project Page Overview template but have selected a post other than the default **Project Overview**

Scheduling New Post

When drafting a new post, such as one related to an upcoming event, closure, or news release, you may want to schedule the time for that to be displayed. The WordPress support site has a good description of how to do this. In the upper right where it says "Publish Immediately", click Edit next to that and you'll have the option to enter a date and time for the new content to be published.

While possible for pages as well, be very cautious not to remove an entire page that can break your site.

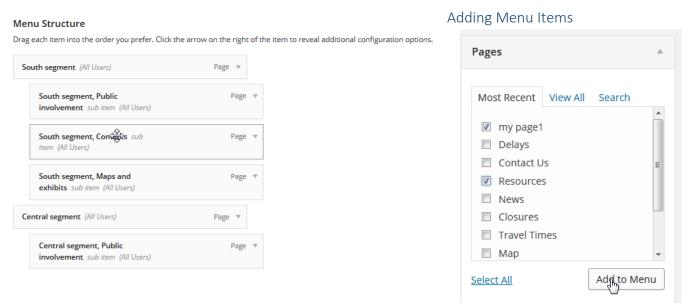
You also have the option to change the publish date and time for existing posts, but be aware that applies to the entire post, not just the new version. That is, if you edit a post and change the publish date to sometime in the future, the existing post will no longer be viewable to the public.

Post Versions

The site retains the most recent 25 revisions of your posts, allowing you to compare revisions and revert to a previous version. The WordPress support site also describes post revisions well, so that won't be repeated here.

Menus

Menus, the items that represent project navigation can be added or removed, are configured under Appearance -> Menus.



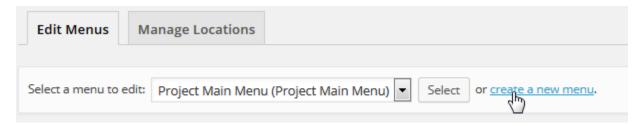
In the right panel, check all menus to be added. The available menus include all pages created by default as well as any user created pages. Use care to add only menus that do not already appear in the 'Menu Structure' panel as this will create duplicate menu items.

Drag the items to in the appropriate order. Dropdowns are accomplished by 'indenting' the menu item as seen in the configuration to the left.

Creating New Menus

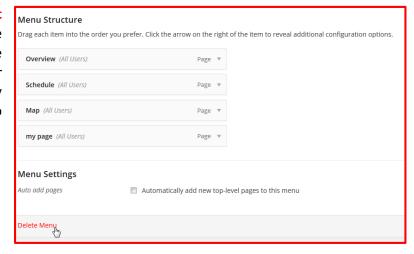
New menus can be created for larger sites and are particularly useful when linked with a **Custom Menu** widget.

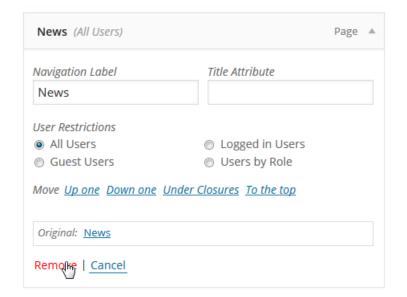
Under Appearance -> Menus, click create a new menu



Removing Menu Items

Do not click 'Delete Menu' with the Project Main Menu selected. This will delete the whole menu configuration in the site template cannot be recovered easily. User created menus can be deleted safely but any reference in <u>Custom Menu</u> widgets must also be removed.





Rather, in order to remove an individual menu item, expand the menu item and click "Remove"

Deleting Menus

As mentioned above, be sure not to delete the Project Main Menu. User created menus can be safely deleted by clicking the 'Delete Menu' text below the Menu Structure configuration. Be sure to remove any reference to the deleted menu in any Custom Menu widgets.

Plugins

WordPress offers a great deal of extended functionality and versatility through plugins and associated widgets. If there are widgets you do not see and want installed for your use, please contact wi511@topslab.wisc.edu.

Site Level Plugins

There are several plugins that are activated at the site (network) level. These are not visible on the individual project pages, but they are available for use. The following provides the name, short description provided by the developers, and a link to the plugin documentation pages.

Advanced Excerpt

Control the appearance of WordPress post excerpts.

https://wordpress.org/plugins/advanced-excerpt/

Alpine PhotoTile for Google Plus and Picasa

The Alpine PhotoTile for Picasa and Google Plus is capable of retrieving public photos from a particular Picasa user, a public album, a semi-private album, or a keyword. The photos can be linked to the your Picasa page, a specific URL, or to a Lightbox slideshow. Also, the Shortcode Generator makes it easy to insert the widget into posts without learning any of the code. This lightweight but powerful widget takes advantage of WordPress's built in JQuery scripts to create a sleek presentation that I hope you will like.

https://wordpress.org/plugins/alpine-photo-tile-for-picasa-and-google-plus/

Disable Comments

Allows administrators to globally disable comments on their site. Comments can be disabled according to post type.

https://wordpress.org/plugins/disable-comments/

Display Widgets

Adds checkboxes to each widget to show or hide on site pages.

https://wordpress.org/plugins/display-widgets/

HTML5 Responsive FAQ

HTML5 Responsive FAQ plugin makes it easy for you to FAQs on your site. Fully compatible with all responsive themes.

https://wordpress.org/plugins/html5-responsive-faq/

MailChimp

Email lists for construction projects must be administered separately from the WordPress multisite. Two that are in use as of the new site are the Lyris ListManager, provided and administered by the state, and MailChimp. This plugin allows for easy signup, with some other options available. It requires a separate MailChimp account, and an API key is needed to enable its functionality, which is done per construction site.

https://wordpress.org/plugins/mailchimp-for-wp/

Responsive Progress Bar

Shortcode for displaying a responsive configurable progress bar.

https://wordpress.org/plugins/responsive-progress-bar/

Rich Text Excerpts

Adds rich text editing capability for excerpts using wp editor()

https://wordpress.org/plugins/rich-text-excerpts/

Sitemap

[pagelist], [subpages], [siblings] and [pagelist_ext] shortcodes

https://wordpress.org/plugins/sitemap/

Super RSS Reader

Super RSS Reader is jQuery based RSS reader widget, which displays the RSS feeds in the widget. It uses the jQuery easy ticker plugin to add a news ticker like effect to the RSS feeds. Multiple RSS feeds can be added for a single widget and they get separated in tabs.

https://wordpress.org/plugins/super-rss-reader/

Ultimate Posts Widget

A widget for displaying posts, custom post types or sticky posts with an array of options.

https://wordpress.org/plugins/ultimate-posts-widget/

WP RSS Aggregator

Imports and aggregates multiple RSS Feeds using SimplePie.

https://wordpress.org/plugins/wp-rss-aggregator/

Enhanced Media Library

Provides organization of media uploads based on categories and sub categories.

https://wordpress.org/plugins/enhanced-media-library/

Project Level Plugins

These plugins appear in the list of 'Installed Plugins' and can be activated on a by site/project basis.

Ninja Forms

Ninja Forms is a webform builder. 511 Projects uses it for the feedback forms.

https://wordpress.org/plugins/ninja-forms/

Photonic Gallery for Flickr, Picasa, SmugMug, 500px, Zenfolio and Instagram

Extends the native gallery shortcode to support Flickr, Picasa, SmugMug, 500px, Zenfolio and Instagram. JS libraries like Fancybox, Colorbox and PrettyPhoto are supported. The plugin also helps convert a regular WP gallery into a slideshow.

https://wordpress.org/plugins/photonic/

Picasa and Google Plus Express

Careful with this one as it adds a marketing link to the plugin page at the bottom of the site.

Browse and select photos from any public or private Google+ album and add them to your posts/pages.

https://wordpress.org/plugins/picasa-express-x2/

Widgetkit

Provides a number of configurable widgets such as gallery, accordion, and grid box. Its use is described in the Widgetkit section below.

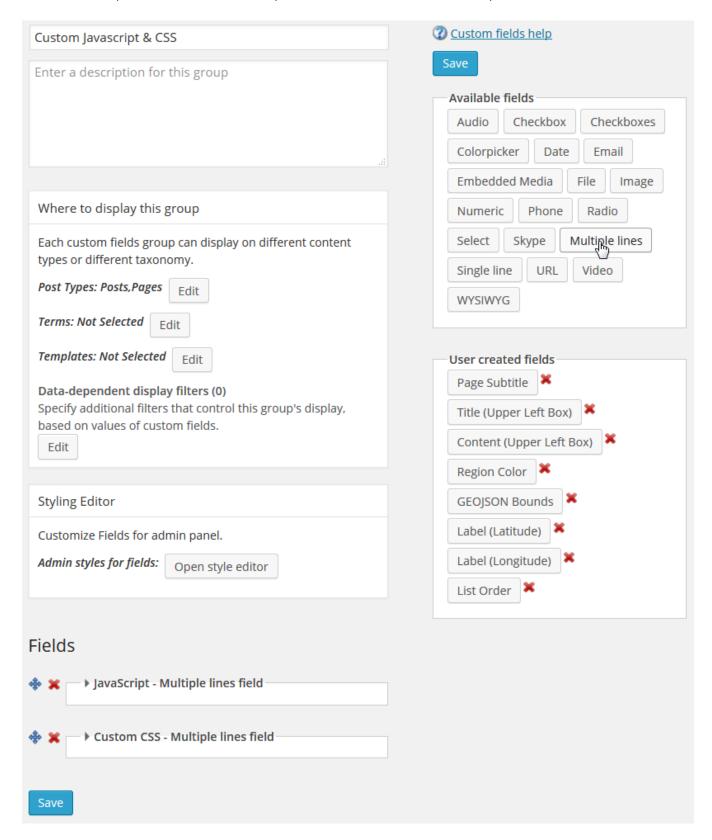
https://yootheme.com/widgetkit

Custom JavaScript and CSS

User entered JavaScript and CSS can be enabled on a by site basis. In order to enable this functionality, complete the following steps

- 1) Go to the specific site you want it on. On the sidebar select "Types" => Custom Fields.
- 2) Click Add New Group.
 - a) Group Title: Custom Javascript & CSS
 - b) Description: [Leave Blank]
 - c) Under the "Where to display this group" click Edit next to Post Types. Check Posts & Pages.
 - d) On the right side click on the "Available Fields" Multiple Lines button (twice to add two new fields) and scroll down the page to the fields section
 - e) First Field:
 - i) Field Name: Custom JavaScript
 - ii) Slug: custom-javascript
 - iii) Description: Add custom JavasSript to this post / page. Make sure to include the <script> tag. You can add multiple scripts, including external ones.
 - iv) Everything else default
 - f) Second Field:
 - i) Field Name: Custom CSS
 - ii) Slug: custom-css
 - iii) Description: Add in custom CSS to your page / post. Do not include the <script> tag, just the raw CSS you wish to add.
 - iv) Everything else default
- 3) Click Save

The result of this process is shown below. Note that the JavaScript and CSS field configurations seen at the bottom are collapsed in this view. The multiple fields button is indicated with the pointer hand.



Text boxes will be available below the text editor for pages and posts. The on screen instructions are short but provide sufficient detail for usage. In brief, Javascript is entered within script tags either as code or external references. For example, to add the jQuery UI plugin, enter:

```
<script src=https://code.jquery.com/ui/1.11.3/jquery-ui.min.js></script>
```

Note that the base jQuery library is available for use in scripts by default.

To add custom code, follow the example:

```
<script>
        ¡Query(function(){
                alert('inside function called on jQuery ready');
        });
</script>
```

CSS is added directly into the box without the need for enclosing tags. For example:

```
.my-class{
        color: red;
        border: solid black 1px;
        float: right;
}
```

Custom Slideshow

The slideshow capabilities can be troublesome with cross browser issues. A custom solution can be implemented by the following.

In the content editor, switch to text mode and enter a container where the slideshow should appear:

```
<div id="slideshow"></div>
```

In the Custom JavaScript entry box (on sites with custom JavaScript and CSS) follow the example:

```
<script type="text/javascript" src="http://projects.511wi.gov/wp-content/uploads/slideshow.csv"></script>
<script>
```

```
var config = {
  div: 'slideshow',
  autoPlay: true,
  playIntervalSeconds: 3,
  pixelHeight: 600,
  images: [
    'http://projects.511wi.gov/wis441/wp-content/uploads/sites/107/SystemInterchangenorth0703.jpg',
    'http://projects.511wi.gov/wis441/wp-content/uploads/sites/107/System-Interchange-after.jpg'
  captions: [
    'System Interchange North design',
    ..., ..., ...,
    'System Interchange when complete'
  ]
};
```

```
¡Query(function () {
    new SlideShow(config);
  });
</script>
```

Enter the div id from the previous step, if it should autoplay (true/false), the interval in seconds for autoplay, the desired height in pixels, and an ordered list of image URLS and optionally, a list of captions. Be sure to wrap everything that is text in either single or double quotes being careful that they match. Also, confirm presence of separating commas. No entry is required in the Custom CSS box.

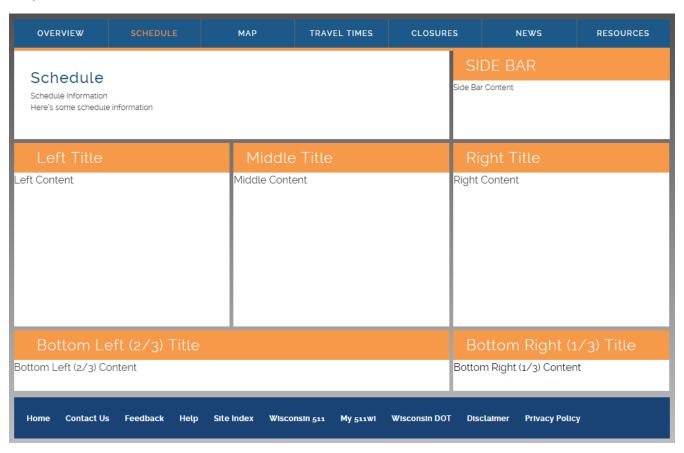
Widgets

There are a number of configurable widgets that can be assigned to regions on the page by means of Appearance -> Widgets. A diagram of the regions is shown below with placeholder text widgets for clarity.

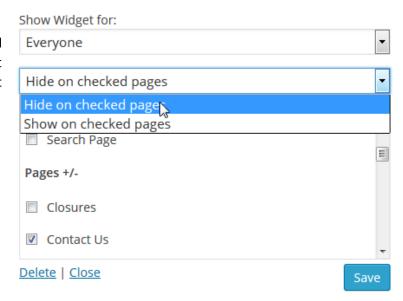
The display of the widgets on specific pages is set within the configuration of the individual widget. The exception to this is the widget contained in the sidebar region which cannot be displayed on the Overview page.

Note that widgets in a given row float to the left. If a widget is specified for the right region but not for the left or middle regions, it will appear at the left of the page.

Some unexpected styling may occur if a row is not filled (three widgets for the middle row or two for the bottom row).



Widget visibility configuration is specified by the option to hide or show the widget based on the checked pages. The default visibility is to show a widget on all pages.



Multiple widgets can be assigned to a region. It is up to the user to define page visibility settings such that multiple widgets are not set to display on a given region and page. If more than one widget is set to display in a region, WordPress chooses the last one in the list.

Travel Time/Delays

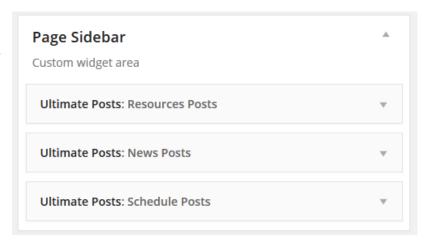
This widget contains travel times and delays for travel time routes intersecting the project area and provides real time data.

Closures

This widget displays any current lane closures that intersect the project area.

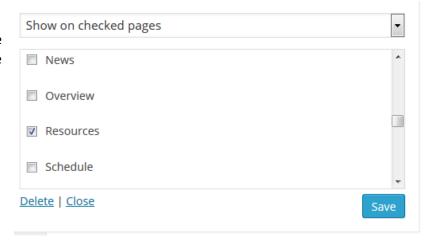
Ultimate Posts

This is an installed plugin making the Ultimate Posts widget available for managing and displaying posts. A list of recent posts is populated in this widget. The default configuration is to display posts of any category but a common configuration would be to display only those posts specific to a category on a given page. For example, it may be desirable to list only 'Resources' posts on the resources page and similarly on the News and Schedule page.

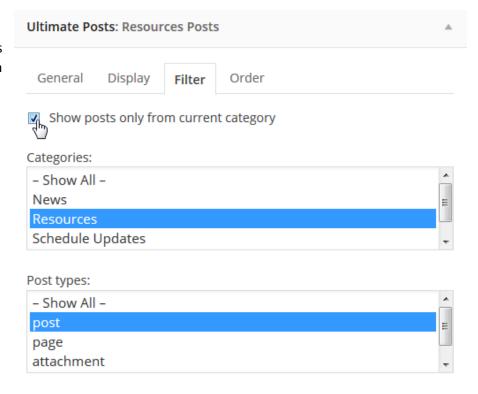


In this case, it is necessary to configure three Ultimate Posts widgets for each of the three categories and pages with appropriate visibility and post filter settings. Assuming the desired location for the posts list is in the sidebar, three widgets have been created in this region and have been set with a title of Resources, News, and Schedule Posts.

On the general tab of the widget, the widget is set to only be shown on the resources page.



On the 'Filter' tab, the widget is configured to only show posts from the current category.



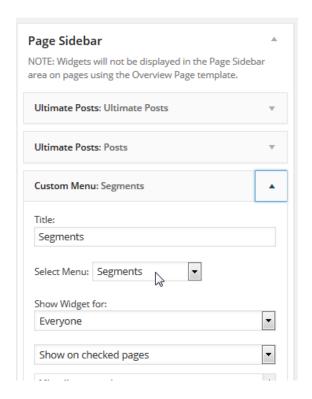
Custom Menu

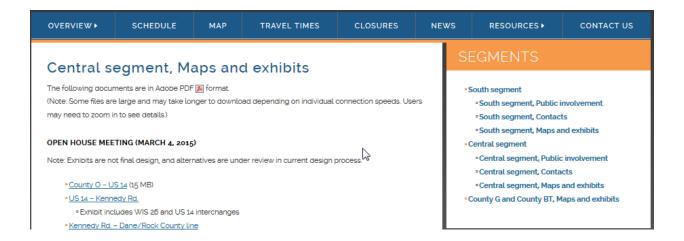
The custom menu is useful for larger sites or to communicate the idea of sub projects. This enables navigation capability within a page and can be set to appear on all participating pages.

Check the pages that are to be included in this menu and click 'Add to Menu'. Then drag the menu items to the desired order. Nesting can be achieved by indenting an item.

Within Appearance -> Widgets, drag a 'Custom Menu' widget to the sidebar and select the menu created in the previous step. Configure the widget to appear on the appropriate pages as described above.

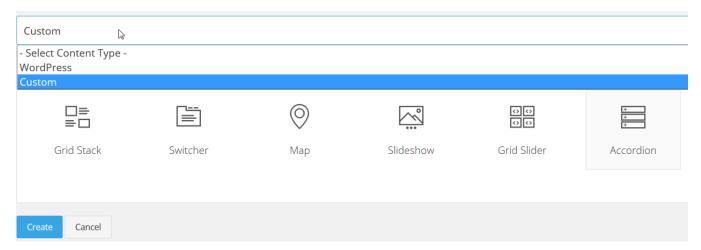
The result is shown below.





Widgetkit

Once the Widgetkit plugin has been activated for a site, a Widgetkit item becomes available in the administrative sidebar. Widgets are configured here and entered into posts or pages as described below. To create a new widget, click the Widgetkit item then click new. Select Custom under -Select Content Type -, select the desired widget type, and then click create.



Assign a title to the new widget and add a title with media or content to the "panes". Multiple media items can be added at once by holding Ctrl. Click Save then cancel to return to the list of created widgets.

Within the HTML editor for posts or pages, place the cursor at the desired location, then click Widgetkit. A dialogue will open with a list of available widgets (those created by the steps above). Click the desired widget and the shortcode representing the widget will be entered in to the page or post. There is no visual display of the widget in the editor but it will appear on the user facing page.



A reminder in closing to feel free to directing any questions, requests, or suggestions to wi511@topslab.wisc.edu.